

JOB POSTING Program Leaders

Summary:

Reporting to the Coordinator of Children or Youth Services and Site Supervisor, the Program Leaders will support the delivery of exceptional programming and provide positive leadership for members ages 6 – 21+. Our Program Leaders will ensure our members have a positive experience through providing opportunities to make friends, play, master skills and participate fully in our after school, evening youth and break programs.

Responsibilities:

- Design and deliver in-person programming for children and youth ages 6 – 18+, alongside program team
- Participate in training, meetings, and workshops to navigate challenges and new programming as required
- Complete program plans that will be enriching for our members and keeping our members' experience top of mind
- Work with supervisor to ensure programs include the High Five Principals and meet BGC standards
- Maintain positive relationships with members, staff, volunteers, guests, community and partners
- Participate in program evaluations and assessments
- Support school Safe Walk Arrival/Home programs (walk home not available at all sites)
- Manage challenging behaviours/complex needs of children and youth
- Work with the Coordinator and Manager to support children, youth and families through challenges that may arise including child welfare concerns
- Other duties as assigned

Requirements/Specifications:

- Children's Program: 16 years of age or older
- Evening Youth Program: 21 years of age or older
- Be a positive role model and enjoy working with children and youth
- High Five Principles of Health Child Development (must receive training within first 3 months of employment)
- Current First Aid CPR Certification
- Clear Vulnerable Sector Screen if over 18 years of age

Terms of Employment

Contract Duration: August 30th, 2023 – June 21st, 2024 (including opportunities to work Winter Break, March Break and PA Days)

Location: BGC Toronto Kiwanis Club Kiwanis Club Locations

Amount: \$16.55 per hour-plus 4% vacation pay on every pay cheque. Mandatory employment related deductions as required by the Canada Revenue Agency-Canada Pension (18+years old), Employment Insurance, Federal and Provincial Tax

Hours of Work: Will vary up to 20-30 hours per week depending on site placement. Monday-Friday hours vary between 2PM - 9PM

Interviews: Successful applicants will be contacted to attend an in-person interview. Returning staff should anticipate an interview as well.

Training: Mandatory training will be completed during the week of August 30th – September 8th, 2023

Conditions of Work: All staff will be given appropriate personal protective equipment and social distancing will be enforced as required by government guidelines. This position is conditional upon funding.

Deadline to apply: August 27th, 2023 @ 10PM. Please submit application online through Google Form. Only successful candidates will be contacted – no phone calls please.

Equity, Diversity & Inclusion:

BGC Toronto Kiwanis is an equal opportunity employer dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we serve.